NWTF Status Reports Instructions Development/Education/Research

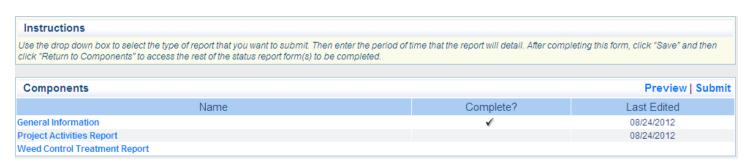
NWTF Status Reports Instructions

- 1) Login to WebGrants at https://funding.mt.gov
- 2) Click on "My Grants"
- 3) Click on the grant name
- 4) Click on "Status Reports"

Grant Components	
Component	Last Edited
General Information	07/27/2012
Contract Documents	03/14/2012
Status Reports	
Claims	
Budget	07/30/2012
Herbicide Worksheet	07/30/2012
Revegetation Worksheet	03/13/2012
Activities/Education Timeline	03/13/2012
Contract Amendments	
Correspondence	
Encumbrances	03/19/2012
Opportunity	-
Application	-

5) Click on the "ID #" to open the report.

Note: There is a status report already created in "editing" status. **Do not** create a new status report.



- 6) Click on the Project Activities Report
- 7) Planned Project Activities Section:
 - a. Click on each month (in blue) to edit the status of each activity in your timeline
- 8) Planned Education Events Section:
 - a. Click "Edit" at the top and complete the required components
- 9) Reporting Period:
 - a. Select "Final" in the dropdown if you are closing your grant. Change the status from Semi-Annual to Final on the General Information form.



Updated 9/2021 Page **1** of **2**

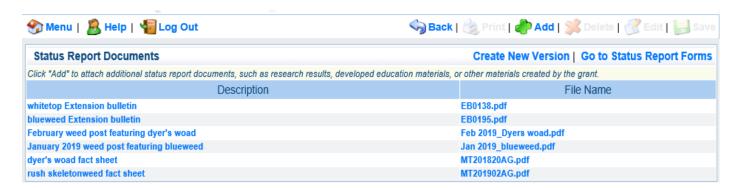
NWTF Status Reports Instructions Development/Education/Research

Add **Planned Project Activities** Click on "Edit" and enter the status of the project activities <u>OR</u> you can click on the month or months in the "Time Period" column, then enter the status of the activity or event in the "Activities/Events Status" box and then click on "Save". Repeat the steps for each of the month(s) listed in the Time Period. If you need to extend the timeline of the grant project - you will need to click "Add" to create a new record. Time Period Activity Description Activities/Events Status May, June, July, August, September, Revisions of whitetop and blueweed bulletins complete. New fact sheets on dyer's 2018 Review literature and revise publications with updated information October, November woad and rush skeletonweed complete Solicit peer-reviews of revised versions of bulletins: work with MSU Extension Technology and Revision of booklet on weed management after wildfire has been completed, January, February, March 2019 Communications to design and format newer-style publications. reviewed, and is now being revised by authors April, May, June 2019 Print publications and begin distribution. Completed for whitetop, blueweed, dyer's woad, and rush skeletonweed. September, October 2019 Prepare and submit final report. Yet to be completed.

Click "Add" to continue the timeline for the activities that will happen during the next reporting period of the grant. When completing the record, enter "to be complete" or a similar statement in the Activities/Events Status box.

Planned Education Events Activities/Events Status Event Type Planned? Describe Event Landowner meeting(s): NA No NA Weed tours/floats: No Spray days: News articles/Public Press release announcing new publications; highlight publications in Blueweed and dyer's woad publications were summarized into 1-page Monthly Weed Post for January and Yes Monthly Weed Posts information: February 2019, respectively. K-12 Students - weed education: Conference/meeting No NA presentations No NA Other education events:

- 10) Click "Save" when each section is complete
- 11) Click on "Mark as Complete" when finished
- 12) Open the Status Report Document Form: Click "Add" to add documents for report



- 13) Click "Save" and "Mark as Complete"
- 14) When all forms have a check mark, click "Submit"

Status Reports are due November 30th and April 15th. Reports submitted after these dates will have a **Late** status.

If you have any questions, contact Jasmine Reimer at 444-7882 or Jasmine Reimer at 444-3140.

Updated 9/2021

Page 2 of 2